



**31 West 52<sup>nd</sup> Street  
Construction FAQ's**

This document is not intended to be all-inclusive. Refer to Schedule "C" Building Standard Construction Specifications for additional information. Should this document conflict with the engineer's or architect's drawings or specifications, notify Paramount's Property Management at (212) 767-2666 as soon as possible. Conflicts between documents will be resolved in writing. Failure to obtain a conflict resolution in writing prior to bidding or construction does not resolve the contractor from complying with the requirements set fourth in the Building's Construction Specifications (Schedule C).

1. **Automation**

- Building Automation changes shall be coordinated with the building's Chief Engineer and Siemens Building Technologies by contacting the chief at (212) 767-2666.

2. **Building Code Consultants**

- All filings and permit applications must be coordinated through the building expeditor : Brookbridge Consulting Services – (212) 406-5920.

3. **Building Material**

- If building standard materials are not used, the tenant is responsible for maintaing a stock for repair. Extra material cannot be stored in electrical, telephone or mechanical rooms.

4. **Documentation – Drawings – Final**

- Final as-built drawings shall be submitted in ".TIF" and CAD format.

5. **Electrical**

- All electrical homeruns shall be in 3/4" or 3/8 " EMT or rigid conduit.
- Remaining wiring may be installed in Greenfield as code permits.
- Any and all use of BX cable is prohibited.
- All temporary lights and wiring must be removed at the completion of the project.
- Phosphorescent signs containing radioactive material are not permitted.
- Exit sign and emergency lighting must be connect to the emergency power source and meet New York City Code.
- Core drilling is permitted in limited areas with prior Building Management approval.

## 6. Fire Alarm System

### Demolition

**WARNING - Prior to demolition, the fire alarm system must be secured by the Building's fire alarm contractor.**

Failure to do so may cause severe damage to the fire system's electrical components. Repairs to these components will be the responsibility of the Tenant or Contractor and will be immediately repaired upon discovery.

- Ensure the Core Class E system components (pull stations, warden telephone, HVAC shutdown, smoke detectors, speakers, strobes, tamper and sprinkler flow switches) remain in full operation throughout construction.
- To avoid delays in demolition, contact the fire alarm vendor early to review demolition documentation.

### Construction

- Unless otherwise instructed, installations of new fire alarm end devices will be coordinated with the Building's fire alarm vendor.

## 7. Elevators

- The freight entrance is located at 52<sup>nd</sup> Street. Details of freight elevator locations, specifications and hours of operation are in Appendix C.
- All construction personnel must use the freight elevators for all travel within the Building and when arriving or leaving the site. Passenger elevators are off limits.
- Freight elevator use during normal business hours is for routine deliveries only. No exclusive use of these elevators can be granted during this time.
- Any hatch opening requests must be signed off by the TENANT in advance.

## 8. Hardware (doors/locks)

- Refer to Paramount Project Form 004 for hardware specifications.
- **All cores must be keyed to the buildings master keying system.**
- **Please contact the buildings door hardware contractor for specific information.**
- Door Hardware Contractor  
AAA Architectural Hardware  
44 West 46<sup>th</sup> Street  
New York, NY 10036  
212-840-3939

## 9. HVAC

- The standard air distribution system for the Building is low pressure ductwork (+- 1.0 in wc) using self contained, thermally powered diffusers with plenum relief. This system works well in standard office environments. The tenant should discuss with their architect and HVAC Engineer how this system may be affected by special purpose areas such as:
  - Conference Rooms
  - Computer Rooms
  - Telephone Rooms
  - Show Room or Gallery
  - Places of Large Gatherings
  - Kitchen (with or without external exhaust)
- Air Balancing tests on new or modified ductwork is to be verified/witnessed by the Chief Engineer of the Building and a copy submitted for record retention.
- Paramount-Group, Inc. requires that all new installations of comfort cooling equipment at 31 West 52nd be equipped with R410-A refrigerant.

## 10. Certificates of Insurance

- Refer to Appendix "A". Follow the instructions for certificate completion carefully. Most certificates submitted require resubmission for failure to comply with the written requirements.
- Submitting an incorrect or incomplete certificate of insurance can delay your project.

## 11. Labor

- All Contractors and sub-contractors **MUST** employ the services of union labor, **AND** be affiliated with the NYC Builders' Trade Council.

## 12. Noise and Vibration

- Any construction work causing excessive noise and/or vibrations, such as coring, chipping of columns or floors, setting of anchors, etc. shall be performed outside of normal business hours.
- The definition of "Excessive Noise" or "Disruptive Work" is at the discretion of the building management office.
- Any work which disrupts nearby Tenants must cease immediately upon request of the Building Management Office and be scheduled for after-hours.

## 13. Plumbing

- Contractor must ensure adequate access doors in wet columns and access to inspect and make repairs of plumbing related fixtures such as expansion joints.

## 14. Other

- Paramount Project Form 001 must be submitted prior to work starting.
- Building Standard material removed during construction of any Tenant space and not re-used by Tenant will be turned over to the Building Management

Office at the Building's option. Example: (door hardware, exit signs, pull stations, fire hose connections, smoke detectors, etc.)

- Ensure all previously recalled sprinkler heads (e.g. Central Sprinkler O-Ring style) are removed.

#### 14. **Telecommunication**

- Tenant equipment is allowed only in the Tenant's space.
- Contact the Property Management Office at (212) 767-2666 or [31wdist@paramount-group.com](mailto:31wdist@paramount-group.com) for a listing of available telecommunications contractors and services.
- Wood mounted on walls for supporting telecommunication equipment must be fire rated and meet New York City Code.